# REPORT OF THE AUDIT OF THE BELL COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2010



# CRIT LUALLEN AUDITOR OF PUBLIC ACCOUNTS www.auditor.ky.gov

209 ST. CLAIR STREET FRANKFORT, KY 40601-1817 TELEPHONE (502) 564-5841 FACSIMILE (502) 564-2912

#### **EXECUTIVE SUMMARY**

### AUDIT EXAMINATION OF THE BELL COUNTY FISCAL COURT

June 30, 2010

The Auditor of Public Accounts has completed the audit of the Bell County Fiscal Court for fiscal year ended June 30, 2010.

We have issued unqualified opinions, based on our audit, on the governmental activities, business-type activities, each major fund, and aggregate remaining fund information financial statements of Bell County, Kentucky.

#### **Financial Condition:**

The fiscal court had net assets of \$5,654,589 as of June 30, 2010. The fiscal court had unrestricted net assets of \$2,534,038 in its governmental funds as of June 30, 2010, with total net assets of \$5,572,117. In its enterprise fund, total net cash and cash equivalents were \$66,991 with total net assets of \$82,472. The fiscal court had total debt principal as of June 30, 2010 of \$8,106,200 with \$415,264 due within the next year.

#### **Report Comments:**

2010-01	The Fiscal Court Should Maintain Proper Records For The Public Properties Corporation Judicial
	Bond Fund
2010-02	The Fiscal Court Should Improve Purchase And Procurement Procedures
2010-03	The Jailer Should Maintain Accounting Records For Jail Inmate Receipts And Disbursements
2010-04	Fiscal Court Should Strengthen Internal Controls Over Payroll

#### **Deposits:**

The fiscal court's deposits were exposed to custodial credit risk as follows:

• Uncollateralized and Uninsured \$9,653 as of August 31, 2009

Fiscal Court's deposits were covered by FDIC insurance and a properly executed collateral security agreement, but the bank did not adequately collateralize the Fiscal Court's deposits in accordance with the security agreement.

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CERTIFICATION OF COMPLIANCE –

LOCAL GOVERNMENT ECONOMIC ASSISTANCE AND DEVELOPMENT PROGRAMS



To the People of Kentucky
Honorable Steven L. Beshear, Governor
Jonathan Miller, Secretary
Finance and Administration Cabinet
Honorable Albey Brock, Bell County Judge/Executive
Members of the Bell County Fiscal Court

#### **Independent Auditor's Report**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Bell County, Kentucky, as of and for the year ended June 30, 2010, which collectively comprise the County's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Bell County Fiscal Court. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in <u>Government Auditing Standards</u> issued by the Comptroller General of the United States, and the <u>Audit Guide for Fiscal Court Audits</u> issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As described in Note 1, Bell County, Kentucky, prepares its financial statements on a prescribed basis of accounting that demonstrates compliance with the modified cash basis, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Bell County, Kentucky, as of June 30, 2010, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with the basis of accounting described in Note 1.

The county has not presented the management's discussion and analysis that the Governmental Accounting Standards Board (GASB) has determined is necessary to supplement, although not required to be part of, the basic financial statements. The budgetary comparison information is not a required part of the basic financial statements but is supplementary information required by GASB. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the budgetary comparison information. However, we did not audit it and express no opinion on it.



To the People of Kentucky
Honorable Steven L. Beshear, Governor
Jonathan Miller, Secretary
Finance and Administration Cabinet
Honorable Albey Brock, Bell County Judge/Executive
Members of the Bell County Fiscal Court

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Bell County, Kentucky's basic financial statements. The accompanying supplementary information, combining fund financial statements, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The combining fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated January 18, 2011 on our consideration of Bell County, Kentucky's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with <u>Government Auditing Standards</u> and should be considered in assessing the results of our audit.

Based on the results of our audit, we present the accompanying comments and recommendations included herein, which discusses the following report comments:

2010-01	The Fiscal Court Should Maintain Proper Records For The Public Properties Corporation Judicial
	Bond Fund
2010-02	The Fiscal Court Should Improve Purchase And Procurement Procedures
2010-03	The Jailer Should Maintain Accounting Records For Jail Inmate Receipts And Disbursements
2010-04	Fiscal Court Should Strengthen Internal Controls Over Payroll

Respectfully submitted,

Crit Luallen

**Auditor of Public Accounts** 

January 18, 2011

#### **BELL COUNTY OFFICIALS**

#### For The Year Ended June 30, 2010

#### **Fiscal Court Members:**

Alben Brock County Judge/Executive

Charles R. Cornett

Hubert Dozier Jr.

Lonnie E. Maiden Jr.

Coye Silcox

Andy Williams

Magistrate

Magistrate

Magistrate

#### **Other Elected Officials:**

William Neil Ward County Attorney

Rex Miller Jailer

Becky Blevins County Clerk

Brue Bennett Sheriff

Geraldine Jeffers Property Valuation Administrator

Clyde Creech Coroner

#### **Appointed Personnel:**

Irma BrooksCounty TreasurerKaren SinkhornPayroll OfficerBruce NunnRoad Supervisor



## BELL COUNTY STATEMENT OF NET ASSETS - MODIFIED CASH BASIS

## BELL COUNTY STATEMENT OF NET ASSETS - MODIFIED CASH BASIS

	Primary Government					
		vernmental Activities		ness-Type ctivities		Totals
ASSETS						
Current Assets:						
Cash and Cash Equivalents	\$	2,653,884	\$	66,991	\$	2,720,875
Notes Receivable		48,177				48,177
Total Current Assets		2,702,061		66,991		2,769,052
Noncurrent Assets:						
Notes Receivable		45,000				45,000
Capital Assets - Net of Accumulated						
Depreciation						
Land and Land Improvements		1,259,079				1,259,079
Buildings		5,505,458				5,505,458
Equipment		1,319,206		7,086		1,326,292
Vehicles		805,037		8,395		813,432
Infrastructure		2,042,476				2,042,476
Total Noncurrent Assets		10,976,256		15,481		10,991,737
Total Assets		13,678,317		82,472		13,760,789
LIABILITIES						
Current Liabilities:						
Bonds Payable		70,000				70,000
Revenue Bonds		180,000				180,000
Financing Obligation Payable		165,264				165,264
Total Current Liabilities		415,264				415,264
Noncurrent Liabilities:						
Bonds Payable		2,205,000				2,205,000
Revenue Bonds		4,965,000				4,965,000
Financing Obligation Payable		520,936				520,936
Total Noncurrent Liabilities		7,690,936				7,690,936
Total Liabilities		8,106,200				8,106,200
NET ASSETS						
Invested in Capital Assets,						
Net of Related Debt		2,918,233		15,481		2,933,714
Restricted For:		, ,		,		, ,
Debt Service		119,846				119,846
Unrestricted		2,534,038		66,991		2,601,029
Total Net Assets	\$	5,572,117	\$	82,472	\$	5,654,589
Total Net Assets	\$	5,572,117	\$	82,472	\$	5,654,589



### BELL COUNTY STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

### BELL COUNTY STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

#### For The Year Ended June 30, 2010

		eived			
Functions/Programs	Charges for Expenses Services		Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government: Governmental Activities:					
General Government Protection to Persons and Property	\$ 4,453,066 2,195,050	\$ 171,190 934,716	. , ,	\$ 940,471 121,062	
General Health and Sanitation	192,360	21,415		121,002	
Social Services	30,963	,	35,500		
Transportation Facilities and Services	91,925				
Recreation and Culture	133,397		130,000		
Roads	1,105,762		1,468,758	288,073	
Debt Service	343,625				
Capital Projects	595,842				
Total Governmental Activities	9,141,990	1,127,321	3,887,350	1,349,606	
Business-type Activities:					
Jail Canteen	85,344	84,684	<u> </u>		
Total Business-type Activities	85,344	84,684	<u> </u>		
Total Primary Government	\$ 9,227,334	\$ 1,212,005	\$ 3,887,350	\$ 1,349,606	

#### **General Revenues:**

Taxes:

Real Property Taxes
Personal Property Taxes
Motor Vehicle Taxes
Delinquent Taxes
Franchise Taxes
Insurance Premium Taxes
In Lieu Tax Payments
Other Taxes
Excess Fees
Miscellaneous Revenues
Interest Income
Total General Revenues
Change in Net Assets
Net Assets - Beginning- Restated

Net Assets - Ending

#### BELL COUNTY STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS For The Year Ended June 30, 2010 (Continued)

#### Net (Expenses) Revenues and Changes in Net Assets Primary Government

Primary Government							
Governmental Activities	Business-Type Activities	Totals					
\$ (1,917,180) (343,120) (138,230) 4,537 (91,925) (3,397) 651,069 (343,625) (595,842) (2,777,713)	\$	\$ (1,917,180) (343,120) (138,230) 4,537 (91,925) (3,397) 651,069 (343,625) (595,842) (2,777,713)					
(2,777,713)	(660) (660)	(660) (660) (2,778,373)					
754,215 221,527 147,670 42,195 230,183 635,028 46,265 359,203 106,625 181,613 58,983 2,783,507 5,794	166 166 (494)	754,215 221,527 147,670 42,195 230,183 635,028 46,265 359,203 106,625 181,613 59,149 2,783,673 5,300					
5,566,323 \$ 5,572,117	\$2,966 \$ 82,472	5,649,289 \$ 5,654,589					



## BELL COUNTY BALANCE SHEET - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS

## BELL COUNTY BALANCE SHEET - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS

	General Fund	Road Fund	Jail Fund	Local Government Economic Assistance Fund
ASSETS				
Cash and Cash Equivalents	\$ 1,054,259	\$ 46,567	\$ 213,582	\$ 1,071,280
Total Assets	1,054,259	46,567	213,582	1,071,280 :
FUND BALANCES				
Reserved for:				
Encumbrances	9,652	21,854	1,045	12,108
Debt Service				
Unreserved:				
General Fund	1,044,607			
Special Revenue Funds		24,713	212,537	1,059,172
Total Fund Balances	\$ 1,054,259	\$ 46,567	\$ 213,582	\$ 1,071,280

# BELL COUNTY BALANCE SHEET - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS June 30, 2010 (Continued)

		L	ocal				
Ambulance Fund		Government Economic Development Fund		Non- Major Funds		Total Governmental Funds	
\$	132,947	\$	119	\$	135,130	\$	2,653,884
	132,947		119		135,130		2,653,884
	9,123				119,846		53,782 119,846 1,044,607
	123,824		119		15,284		1,435,649
\$	132,947	\$	119	\$	135,130	\$	2,653,884

#### Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Assets:

Total Fund Balances	\$ 2,653,884
Amounts Reported for Governmental Activities in the Statement	
of Net Assets Are Different Because:	
Capital Assets Used in Governmental Activities Are Not Financial Resources	
and Therefore Are Not Reported in the Funds.	15,676,735
Accumulated Depreciation	(4,745,479)
Notes Receivable Are Not A Current Financial Resource And	
Therefore Are Not Reported in the Funds.	93,177
Long-term Debt Is Not Due and Payable in the Current Period and, Therefore, Is Not	
Reported in the Funds.	
General Obligation Bonds	(2,275,000)
Revenue Bonds	(5,145,000)
Financing Obligations	(686,200)
Net Assets of Governmental Activities	\$ 5,572,117



## BELL COUNTY STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS

## BELL COUNTY STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS

	,	General		Road		Jail	]	Local overnment Economic ssistance
		Fund		Fund		Fund		Fund .
REVENUES	Ф	1.706.001	Ф		Ф		ф	
Taxes	\$	1,706,081	\$	7.072	\$		\$	
In Lieu Tax Payments		39,192		7,073				
Excess Fees		106,626						
Licenses and Permits		41,985				***		
Intergovernmental		1,126,811		1,455,495		259,790		1,178,200
Charges for Services		21,563				52,937		
Miscellaneous		289,371		27,285		39,560		8,521
Interest		52,197						6,708
Total Revenues		3,383,826		1,489,853		352,287		1,193,429
EXPENDITURES								
General Government		1,749,865		21,158				19,048
Protection to Persons and Property		469,822				771,466		3,758
General Health and Sanitation		158,567						30,000
Social Services				2,663				28,300
Transportation Facilities and Services				91,925				
Recreation and Culture								133,397
Roads		15,908		902,694				150,889
Debt Service		123,947				73,750		
Capital Projects				193,686				
Administration		1,042,567		320,434		215,062		582
Total Expenditures		3,560,676		1,532,560		1,060,278		365,974
Excess (Deficiency) of Revenues Over Expenditures Before Other								
Financing Sources (Uses)		(176,850)		(42,707)		(707,991)		827,455
Other Financing Sources (Uses)								
Transfers From Other Funds		280,576				825,808		22,323
Transfers To Other Funds								(1,048,131)
Total Other Financing Sources (Uses)		280,576				825,808		(1,025,808)
Net Change in Fund Balances		103,726		(42,707)		117,817		(198,353)
Fund Balances - Beginning (Restated)		950,533		89,274		95,765		1,269,633
Fund Balances - Ending	\$	1,054,259	\$	46,567	\$	213,582	\$	1,071,280

# BELL COUNTY STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS For The Year Ended June 30, 2010 (Continued)

Ambulance Fund	Local Government Economic Development Fund	Non- Major Funds	Total Governmental Funds
\$	\$	\$ 635,028	\$ 2,341,109
			46,265
			106,626
			41,985
10,169	835,308	386,899	5,252,672
823,025			897,525
10,272		27,610	402,619
		78	58,983
843,466	835,308	1,049,615	9,147,784
864,900	700,632	282,253	2,490,703 2,392,199
		2,715	191,282
			30,963
			91,925
			133,397
			1,069,491
88,155		414,188	700,040
	402,156		595,842
316,690	_	1,000	1,896,335
1,269,745	1,102,788	700,156	9,592,177
(426,279)	(267,480)	349,459	(444,393)
309,910		(390,486)	1,438,617 (1,438,617)
309,910		(390,486)	
(116,369)		(41,027)	(444,393)
249,316	267,599	176,157	3,098,277
\$ 132,947	\$ 119	\$ 135,130	\$ 2,653,884



# BELL COUNTY RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

#### BELL COUNTY

#### RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

Net Change in Fund Balances - Total Governmental Funds	\$ (444,393)
Amounts reported for governmental activities in the Statement of	
Activities are different because Governmental Funds report	
capital outlays as expenditures. However, in the Statement of	
Activities the cost of those assets are allocated over their	
estimated useful lives and reported as depreciation expense.	
Capital Outlay	813,818
Depreciation Expense	(720,046)
Repayments of Notes Receivable reported for the Governmental Activities	
are reported as revenues in the Governmental Funds	(59,000)
The issuance of long-term debt (e.g. bonds, financing obligations) provides	
current financial resources to governmental funds, while repayment of principal	
on long-term debt consumes the current financial resources of Governmental	
Funds. These transactions, however, have no effect on net assets.	
General Obligation Bond Payments	65,000
Financing Obligations Principal Payments	175,415
Bond Principal Payments	 175,000
Change in Net Assets of Governmental Activities	\$ 5,794



## BELL COUNTY STATEMENT OF NET ASSETS - PROPRIETARY FUND - MODIFIED CASH BASIS

## ${\bf BELL\ COUNTY}$ ${\bf STATEMENT\ OF\ NET\ ASSETS\ -\ PROPRIETARY\ FUND\ -\ MODIFIED\ CASH\ BASIS}$

	Activities - Enterprise Fund		
	Jail Canteen Fund		
Assets			
Current Assets: Cash and Cash Equivalents	\$	66,991	
Total Current Assets	Ψ	66,991	
Noncurrent Assets:			
Capital Assets:			
Vehicles		9,708	
Equipment		11,500	
Less Accumulated Depreciation		(5,727)	
Total Noncurrent Assets		15,481	
Total Assets		82,472	
Net Assets			
Invested in Capital Assets,			
Net of Related Debt		15,481	
Unrestricted		66,991	
Total Net Assets	\$	82,472	



## BELL COUNTY STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS PROPRIETARY FUND - MODIFIED CASH BASIS

#### BELL COUNTY STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS -PROPRIETARY FUND - MODIFIED CASH BASIS

	Ac Ent	ness-Type tivities - erprise Fund	
	Jail Canteen Fund		
Operating Revenues			
Canteen Receipts	\$	39,998	
Vending Machine Receipts		35,888	
Fiscal Court Reimbursement		8,798	
<b>Total Operating Revenues</b>		84,684	
Operating Expenses Cost of Sales Medical Educational and Recreational Sales Tax Equipment Depreciation Miscellaneous Total Operating Expenses Operating Income (Loss)		53,739 20,600 5,339 1,702 2,045 1,909 10 85,344 (660)	
Nonoperating Revenues			
Interest		166	
Total Nonoperating Revenues		166	
Change In Net Assets Total Net Assets - Beginning	<u></u>	(494) 82,966	
Total Net Assets - Ending	\$	82,472	



## BELL COUNTY STATEMENT OF CASH FLOWS - PROPRIETARY FUND - MODIFIED CASH BASIS

#### 

	Business-Type Activities - Enterprise Fund	
		Jail Canteen Fund
Cash Flows From Operating Activities		
Cash Received From Customers - Canteen	\$	39,998
Cash Received From Customers - Vending Machines		35,888
Cash Received From Fiscal Court - Reimbursements		8,798
Cash Payments to Suppliers for Goods and Services		(53,739)
Cash Payments to Suppliers for Equipment		(2,045)
Cash Payments for Educational and Recreational Goods and Services		(5,339)
Cash Payments for Medical Expenses		(20,600)
Cash Payments to State - Sales Tax		(1,702)
Cash Payments to Other Sources		(10)
Net Cash Provided (Used) by Operating Activities		1,249
Cash Flows From Investing Activities		
Interest Earned		166
Net Cash Provided (Used) by Investing Activities		166
Net Increase (Decrease) In Cash and Cash Equivalents		1,415
Cash and Cash Equivalents - July 1		65,576
Cash and Cash Equivalents - June 30	\$	66,991

BELL COUNTY STATEMENT OF CASH FLOWS -PROPRIETARY FUND - MODIFIED CASH BASIS For The Year Ended June 30, 2010 (Continued)

	Enter	ities - prise ind
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities	Can	ail teen ind
Operating Income (Loss) Adjustments to Reconcile Operating Income To Net Cash Provided (Used) By Operating Activities	\$	(660)
Depreciation Expense		1,909
Net Cash Provided By Operating Activities	_ \$	1,249

## BELL COUNTY STATEMENT OF FIDUCIARY FUND NET ASSETS - MODIFIED CASH BASIS

June 30, 2010

## ${\bf BELL\ COUNTY} \\ {\bf STATEMENT\ OF\ FIDUCIARY\ FUND\ NET\ ASSETS\ -\ MODIFIED\ CASH\ BASIS}$

#### June 30, 2010

	Agency Fund		
	Jail Inmate Fund		
Assets			
Current Assets:			
Cash and Cash Equivalents	\$	843	
Total Assets		843	
Liabilities			
Amounts Held In Custody For Others		843	
Total Liabilities		843	
Net Assets			
Total Net Assets	\$	0	

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## BELL COUNTY NOTES TO FINANCIAL STATEMENTS

June 30, 2010

#### **Note 1.** Summary of Significant Accounting Policies

#### A. Basis of Presentation

The county presents its government-wide and fund financial statements in accordance with a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, assets, liabilities, and related revenues and expenditures are recorded when they result from cash transactions, with a few exceptions. This modified cash basis recognizes revenues when received and expenditures when paid. Notes receivable are recognized on the Statement of Net Assets, but notes receivable are not included and recognized on Balance Sheet - Governmental Funds. Property tax receivables, accounts payable, compensated absences, and donated assets are not reflected in the financial statements.

Encumbrances lapse at year-end and are not reflected on the Statement of Net Assets and Statement of Activities; however encumbrances are reflected on the Balance Sheet - Governmental Funds as part of the fund balance (Reserved for Encumbrances).

The State Local Finance Officer does not require the county to report capital assets and infrastructure; however the value of these assets is included in the Statement of Net Assets and the corresponding depreciation expense is included on the Statement of Activities.

#### **B.** Reporting Entity

The financial statements of Bell County include the funds, agencies, boards, and entities for which the fiscal court is financially accountable. Financial accountability, as defined by Section 2100 of the Governmental Accounting Standards Board (GASB) Codification of Governmental Accounting and Financial Reporting Standards, as amended by GASB 14 and GASB 39, was determined on the basis of the government's ability to significantly influence operations, select the governing authority, participate in fiscal management and the scope of public service. Consequently, the reporting entity includes organizations that are legally separate from the primary government. Legally separate organizations are reported as component units if either the county is financially accountable or the organization's exclusion would cause the county's financial statements to be misleading or incomplete. Component units may be blended or discretely presented. Blended component units either provide their services exclusively or almost entirely to the primary government, or their governing bodies are substantively the same as the primary government. All other component units are discretely presented. The County has no discretely presented component units.

#### **Blended Component Units**

The following legally separate organizations provide their services exclusively to the primary government, and the fiscal court is able to impose its will on this organization. These organizations' balances and transactions are reported as though they are part of the county's primary government using the blending method.

#### Note 1. Summary of Significant Accounting Policies (Continued)

#### **B.** Reporting Entity (Continued)

Blended Component Units (Continued)

Bell County Public Properties Corporation

The Bell County Fiscal Court appoints the Public Properties Corporation (PPC) governing board and has the ability to impose its will on the governing body. In addition, the fiscal court is financially accountable and legally obligated for the debt of the PPC. Financial information for the PPC is blended within Bell County's financial statements. All activities of the PPC are accounted for within a governmental fund.

#### C. Bell County Elected Officials

Kentucky law provides for election of the officials below from the geographic area constituting Bell County. Pursuant to state statute, these officials perform various services for the Commonwealth of Kentucky, its judicial courts, the fiscal court, various cities and special districts within the county, and the board of education. In exercising these responsibilities, however, they are required to comply with state laws. Audits of their financial statements are issued separately and individually and can be obtained from their respective administrative offices. These financial statements are not required to be included in the financial statements of Bell County, Kentucky.

- Circuit Court Clerk
- County Attorney
- Property Valuation Administrator
- County Clerk
- County Sheriff

#### D. Government-wide and Fund Financial Statements

The government–wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its non-fiduciary component units. For the most part, the effect of interfund activities has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on sales, fees, and charges for support. Business-type revenues come mostly from fees charged to external parties for goods or services. Fiduciary funds are not included in these financial statements due to the unavailability of fiduciary funds to aid in the support of government programs.

The statement of net assets presents the reporting entity's non-fiduciary assets and liabilities, the difference between the two being reported as net assets. Net assets are reported in three categories: 1) invested in capital assets, net of related debt - consisting of capital assets, net of accumulated depreciation and reduced by outstanding balances for debt related to the acquisition, construction, or improvement of those assets; 2) restricted net assets - resulting from constraints placed on net assets by creditors, grantors, contributors, and other external parties, including those constraints imposed by law through constitutional provisions or enabling legislation; and 3) unrestricted net assets - those assets that do not meet the definition of restricted net assets or invested in capital assets.

#### **Note 1.** Summary of Significant Accounting Policies (Continued)

#### D. Government-wide and Fund Financial Statements (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; 2) operating grants and contributions; and 3) capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Internally dedicated resources such as taxes and unrestricted state funds are reported as general revenues.

Generally and except as otherwise provided by law, property taxes are assessed as of January 1, levied (mailed) November 1, due at discount November 30, due at face value December 31, delinquent January 1 following the assessment, and subject to sale ninety days following April 15.

Funds are characterized as either major or non-major. Major funds are those whose assets, liabilities, revenues, or expenditures/expenses are at least ten percent of the corresponding total (assets, liabilities, etc.) for all funds or type (governmental or proprietary) and whose total assets, liabilities, revenues, or expenditures/expenses are at least five percent of the corresponding total for all governmental and enterprise funds combined. The fiscal court may also designate any fund as major.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds. Major individual governmental funds and major enterprise funds are reported as separate columns in the financial statements.

#### **Governmental Funds**

The primary government reports the following major governmental funds:

General Fund - This is the primary operating fund of the fiscal court. It accounts for all financial resources of the general government, except where the Department for Local Government requires a separate fund or where management requires that a separate fund be used for some function.

Road Fund - This fund is for road and bridge construction and repair. The primary source of revenue for this fund is state payments for truck licenses distribution, municipal road aid, and transportation grants. The Department for Local Government requires the fiscal court to maintain these receipts and expenditures separately from the General Fund.

Jail Fund - The primary purpose of this fund is to account for the jail expenses of the county. The primary sources of revenue for this fund are reimbursements from the state and federal government, payments from other counties for housing prisoners, and transfers from the General Fund. The Department for Local Government requires the fiscal court to maintain these receipts and expenditures separately from the General Fund.

Local Government Economic Assistance Fund – These funds may be spent for public safety, environmental protection, public transportation, health, recreation, libraries, social services, industrial and economic development, workforce training, and secondary wood industry development. In no event shall these funds be used for expenses relating to the administration of government. The Department for Local Development requires the Fiscal Court to maintain these revenues and expenditures separately from the General Fund.

#### Note 1. Summary of Significant Accounting Policies (Continued)

#### D. Government-wide and Fund Financial Statements (Continued)

#### **Governmental Funds** (Continued)

Ambulance Fund - The primary purpose of this fund is to account for the ambulance service activity of the county. The primary sources of revenue for this fund are collections for ambulance services.

Local Government Economic Development Fund – These funds may be spent for Local Economic Development. In no event shall these funds be used for expenses relating to the administration of government. The Department for Local Development requires the Fiscal Court to maintain these revenues and expenditures separately from the General Fund.

The primary government also has the following non-major funds: Federal Grants Fund, Flood Mitigation Fund, Insurance Premium Fund, Revolving Fund, Public Properties Corporation Judicial Center Bond Fund, and Public Properties Corporation Detention Center Bond Fund.

#### Special Revenue Funds:

The Road Fund, Jail Fund, Local Government Economic Assistance Fund, Ambulance Fund, Local Government Economic Development Fund, Federal Grants Fund, Flood Mitigation Fund, Insurance Premium Fund, and Revolving Loan Fund are presented as special revenue funds. Special revenue funds are to account for the proceeds of specific revenue sources and expenditures that are legally restricted for specific purposes.

#### Debt Service Fund:

Public Properties Corporation Judicial Center Bond Fund - The purpose of this fund is to account for debt service requirements of general obligation bonds of the Bell County Justice Center. The Department for Local Government does not require the fiscal court to report or budget these funds.

Public Properties Corporation Detention Center Bond Fund - The purpose of this fund is to account for debt service requirements of general obligation bonds of the Bell County Detention Center. The Department for Local Government does not require the fiscal court to report or budget these funds.

#### **Proprietary Funds**

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with proprietary funds' principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. The principal operating revenues of the county's enterprise funds are charges to customers for sales in the Jail Canteen Fund. Operating expenses for the enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets.

The primary government reports the following major proprietary fund:

Jail Canteen Fund - The canteen operations are authorized pursuant to KRS 441.135(1), which allows the jailer to sell snacks, sodas, and other items to inmates. The profits generated from the sale of those items are to be used for the benefit or recreation of the inmates. KRS 441.135(2) requires the jailer to maintain accounting records and report annually to the county treasurer the receipts and disbursements of the Jail Canteen Fund.

#### Note 1. Summary of Significant Accounting Policies (Continued)

#### D. Government-wide and Fund Financial Statements (Continued)

#### **Fiduciary Funds**

Fiduciary funds report only those resources held in a trust or custodial capacity for individuals, private organizations, or other governments. The county's agency fund is used to account for monies held by the county in the Jail Inmate Fund for custodial purposes only. Unlike other funds, the agency fund reports assets and liabilities only; therefore, it has no measurement focus.

The primary government reports the following fiduciary fund:

Jail Inmate Fund - This fund accounts for funds received from jail inmates and remitted for jail canteen expenses, booking fees, or returned to the jail inmate.

#### **E.** Deposits and Investments

The government's cash and cash equivalents are considered to be cash on hand, demand deposits, certificates of deposit, and short-term investments with original maturities of three months or less from the date of acquisition.

KRS 66.480 authorizes the county to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

#### F. Capital Assets

Capital assets, which include land, land improvements, buildings, furniture and office equipment, building improvements, machinery, equipment, and infrastructure assets (roads and bridges) that have a useful life of more than one reporting period based on the government's capitalization policy, are reported in the applicable governmental or business-type activities of the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost when purchased or constructed.

Cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized. Land and Construction In Progress are not depreciated. Interest incurred during construction is not capitalized. Capital assets and infrastructure are depreciated using the straight-line method of depreciation over the estimated useful life of the asset.

	Cap	italization	Useful Life		
	T1	nreshold	(Years)		
Land Improvements	\$	5,000	10-60		
Buildings	\$	25,000	10-75		
Building Improvements	\$	10,000	10-75		
Machinery and Equipment	\$	2,500	3-25		
Vehicles	\$	2,500	3-25		
Infrastructure	\$	10,000	10-50		

#### **Note 1.** Summary of Significant Accounting Policies (Continued)

#### **G.** Long-term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long term debt and other long-term obligations are reported as liabilities in the applicable financial statements. The principal amount of bonds, notes and financing obligations are reported.

In the fund financial statements, governmental fund types recognize bond interest, as well as bond issuance costs when received or when paid, during the current period. The principal amount of the debt and interest are reported as expenditures. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures. Debt proceeds are reported as other financing sources.

#### H. Fund Equity

In the fund financial statements, the difference between the assets and liabilities of governmental funds is reported as fund balance. Fund balance is divided into reserved and unreserved components, with unreserved considered available for new spending. Unreserved fund balances may be divided into designated and undesignated portions. Designations represent fiscal court's intended use of the resources and should reflect actual plans approved by the fiscal court.

Governmental funds report reservations of fund balance for amounts that are legally restricted by outside parties for use for a specific purpose, long-term receivables, and encumbrances.

"Reserved for Encumbrances" are purchase orders that will be fulfilled in a subsequent fiscal period. Although the purchase order or contract creates a legal commitment, the fiscal court incurs no liability until performance has occurred on the part of the party with whom the fiscal court has entered into the arrangement. When a government intends to honor outstanding commitments in subsequent periods, such amounts are encumbered. Encumbrances lapse at year-end and are not reflected on the Statement of Net Assets and Statement of Activities; however, encumbrances are reflected on the Balance Sheet - Governmental Funds as part of the fund balance.

#### I. Budgetary Information

Annual budgets are adopted on a cash basis of accounting and according to the laws of Kentucky as required by the State Local Finance Officer.

The County Judge/Executive is required to submit estimated receipts and proposed expenditures to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the State Local Finance Officer. Expenditures may not exceed budgeted appropriations at the activity level.

Formal budgets are not adopted for the Public Properties Corporation: Judicial Center Bond Fund and Detention Center Bond Fund. The Department for Local Government does not require these funds to be budgeted.

#### Note 1. Summary of Significant Accounting Policies (Continued)

#### J. Joint Venture

A legal entity or other organization that results from a contractual agreement and that is owned, operated, or governed by two or more participants as a separate activity subject to joint control, in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility is a joint venture. Based upon these criteria, the following is considered a joint venture of the Bell County Fiscal Court: Middlesboro-Bell County Airport Board.

#### Note 2. Deposits

The primary government maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(D). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the county and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

#### Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the government's deposits may not be returned. The government does not have a deposit policy for custodial credit risk, but rather follows the requirements of KRS 41.240 (4). As of June 30, 2010, all deposits were covered by FDIC insurance or a properly executed collateral security agreement. However, as of August 31, 2009, public funds were exposed to custodial credit risk because the bank did not adequately collateralize Fiscal Court's deposits in accordance with the security agreement as follows:

• Uncollateralized and Uninsured \$9,653

#### Note 3. Capital Assets

Capital asset activity for the year ended June 30, 2010 was as follows:

	Reporting Entity							
Primary Government:	Beginning Balance	Increases	Decreases	Ending Balance				
Governmental Activities:								
Capital Assets Not Being Depreciated:								
Land	\$ 1,259,079	\$	\$	\$ 1,259,079				
Total Capital Assets Not Being								
Depreciated	1,259,079			1,259,079				
Capital Assets, Being Depreciated:								
Buildings	7,358,157			7,358,157				
Equipment	1,515,893	484,608		2,000,501				
Vehicles	1,707,391	67,719		1,775,110				
Infrastructure	3,022,397	261,491		3,283,888				
Total Capital Assets Being								
Depreciated	13,603,838	813,818		14,417,656				
Less Accumulated Depreciation For:								
Buildings	(1,734,725)	(117,974)		(1,852,699)				
Equipment	(552, 136)	(129, 159)		(681,295)				
Vehicles	(814,992)	(155,081)		(970,073)				
Infrastructure	(923,580)	(317,832)		(1,241,412)				
Total Accumulated Depreciation	(4,025,433)	(720,046)		(4,745,479)				
Total Capital Assets, Being				,				
Depreciated, Net	9,578,405	93,772		9,672,177				
Government Activities Capital								
Assets, Net	\$ 10,837,484	\$ 93,772	\$ 0	\$ 10,931,256				

Depreciation expense was charged to functions of the primary government as follows:

#### Governmental Activities:

General Government	\$	172,121
Protection to Persons and Property		148,093
General Health & Santitation		1,078
Roads, Including Depreciation of General Infrastructure Assets		398,754
	ф	720.046
Total Depreciation Expense - Governmental Activities	_\$	720,046

#### Note 3. Capital Assets (Continued)

Capital asset activity for Business-Type Activities for the year ended June 30, 2010 was as follows:

			Reportin	g Entity			
	Ве	eginning				E	Ending
<b>Primary Government:</b>	Balance Increases		Decreases		Balance		
Business-Type Activities							
Capital Assets, Being Depreciated:							
Vehicles	\$	9,708	\$	\$		\$	9,708
Equipment		11,500					11,500
Total Capital Assets Being							
Depreciated		21,208	 				21,208
Less Accumulated Depreciation For:							
Vehicles		(1,748)	(874)				(2,622)
Equipment		(2,070)	 (1,035)				(3,105)
Total Accumulated Depreciation		(3,818)	(1,909)				(5,727)
Total Capital Assets, Being							
Depreciated, Net	\$	17,390	\$ (1,909)	\$	0	\$	15,481

Depreciation expense was charged to functions of the Business-Type Activities as follows:

#### **Business-Type Activities:**

Jail Commissary	\$ 1,909
Total Depreciation Expense - Business-Type Activities	\$ 1,909

#### **Note 4. Long-term Debt**

#### A. Waterline Capital Lease Agreements

The County has entered into three capital lease agreements with the Kentucky Association of Counties Leasing Trust Program for the construction of various waterlines. The following is a description of the terms of each lease agreement:

1) The County entered into a capital lease agreement with the Kentucky Association of Counties Leasing Trust Program on October 28, 1993, for the construction of waterlines. The county has subleased the waterlines to the Pineville Utility Commission. Terms of the agreement stipulate a twenty-year repayment schedule, with variable monthly interest payments and variable annual principal payments. As of June 30, 2010, the principal balance remaining was \$34,000. Future lease payments are as follows:

#### **Note 4. Long-term Debt (Continued)**

#### A. Waterline Capital Lease Agreements (Continued)

#### 1) (Continued)

	Governmental Activities			
Fiscal Year Ended				
June 30,	_ P	rincipal	Interest and Fees	
2011	\$	11,000	\$	1,136
2012		11,000		712
2013		12,000		272
Totals	\$	34,000	\$	2,120

The Pineville Utility Commission has agreed to make the principal payments for the term of the lease agreement. Therefore, the County has recorded a note receivable due from the utility commission for the amount of the debt incurred by the County as follows:

Current Portion	\$ 11,000
Long-Term Portion	23,000
Total	\$ 34,000

2) The County entered into a capital lease agreement with the Kentucky Association of Counties Leasing Trust Program on November 21, 1995, for the construction of waterlines. The county has subleased the waterlines to the Pineville Utility Commission. Terms of the agreement stipulate a twenty-year repayment schedule, with variable monthly interest payments and variable annual principal payments. As of June 30, 2010, the principal balance remaining was \$27,000. Future lease payments are as follows:

		Governmen	al Activites	
Fiscal Year Ended				
June 30,	P	rincipal	Interest & Fees	
2011	\$	5,000	\$	1,550
2012		5,000		1,238
2013		5,000		874
2014		6,000		589
2015		6,000		217
Totals	\$	27,000	\$	4,468

The Pineville Utility Commission has agreed to make the principal payments for the term of the lease agreement. Therefore, the County has recorded a note receivable due from the utility commission for the amount of the debt incurred by the County as follows:

Current Portion	\$ 5,000
Long-Term Portion	22,000
Total	\$ 27,000

#### **Note 4.** Long-term Debt (Continued)

#### A. Waterline Capital Lease Agreements (Continued)

3) The County entered into a capital lease agreement with the Kentucky Association of Counties Leasing Trust Program in May 27, 1998, for the construction of waterlines. The county has subleased the waterlines to the Pineville Utility Commission. Terms of the agreement stipulate a thirteen-year repayment schedule, with variable monthly interest payments and variable annual principal payments. As of June 30, 2010, the principal balance remaining was \$32,177. Future lease payments are as follows:

		Governmental Activities			
Fiscal Year Ended					
June 30,	P	rincipal	Interest		
2011	\$	32,177	\$	1,022	
Totals	\$	32,177	\$	1,022	

#### **D-04C**

The Pineville Utility Commission has agreed to make the principal payments for the term of the lease agreement. Therefore, the County has recorded a note receivable due from the utility commission for the amount of the debt incurred by the County as follows:

Current Portion	\$ 32,177
Total	\$ 32,177

#### B. Ambulance Garage Capital Lease Agreement

The County entered into a capital lease agreement with the Kentucky Association of Counties Leasing Trust Program on November 26, 2003. The lease proceeds were used to acquire land and a building. Terms of the agreement stipulate a twenty-year repayment schedule, with variable monthly interest payments and variable annual principal payments. As of June 30, 2010, the principal balance remaining was \$100,057. Future lease payments are as follows:

		Governmental Activites				
Fiscal Year Ended						
June 30,	F	Principal	Interest & Fees			
2011	\$	5,654	\$	4,075		
2012		5,892		3,912		
2013		6,141		3,656		
2014		6,399		3,392		
2015		6,668		3,116		
2016-2020		37,799		11,039		
2021-2024		31,504		2,578		
Totals	\$	100,057	\$	31,768		

#### **Note 4.** Long-term Debt (Continued)

#### C. Judicial Building

On December 1, 2005, the Bell County Public Properties Corporation issued the 2005 Revenue Bond for the purpose of refinancing the 2000 General Obligation Bond that was used for the construction of the Farmer Helton Judicial Building.

Bell County and the Public Properties Corporation are acting as agents for the Administrative Office of the Courts (AOC) in order to manage and maintain the Judicial Building. The Public Properties Corporation and the county expect annual rentals for use of the Judicial Building to be in the full amount of the annual principal and interest requirements of the bonds. Under the terms of the lease, the AOC has agreed to pay directly to the paying agent bank, the payment as provided in the lease. The lease agreement is renewable each year. The county and the Public Properties Corporation are in reliance upon the AOC's payments in order to meet the debt service for the bonds.

The AOC, with the execution of the lease, has expressed its intention to continue to pay the in full both the principal and interest in each successive biennial budget period until June 30, 2029; however, the lease does not legally obligate the AOC to do so.

As of June 30, 2010, the principal balance remaining was \$5,145,000. The future payments are as follows:

	 Governmental Activites				
Fiscal Year Ended					
June 30,	 Principal	Interest & Fees			
2011	\$ 180,000	\$	202,173		
2012	190,000		194,365		
2013	195,000		186,761		
2014	205,000		178,861		
2015	215,000		170,566		
2016-2020	1,215,000		715,174		
2021-2025	1,495,000		449,141		
2026-2029	 1,450,000		125,106		
Totals	\$ 5,145,000	\$	2,222,147		

#### D. Community Action Agency

On October 5, 2006, the Bell County Fiscal Court issued General Obligation Bonds on behalf of the Bell/Whitley Community Action Agency (CAA) for the construction of a building to house the CAA offices. The CAA is responsible for the payments of the bond. The principal amount outstanding as of June 30, 2010 was 1,125,000. Bond payments for the remaining years are:

#### **Note 4.** Long-term Debt (Continued)

#### **D.** Community Action Agency (Continued)

	Governmental Activites			
Fiscal Year Ended				
June 30		Principal	Inter	est & Fees
2011	\$	25,000	\$	49,766
2012		25,000		48,672
2013		25,000		47,578
2014		25,000		46,484
2015		25,000		45,391
2016-2020		155,000		207,704
2021-2025		190,000		170,188
2026-2030		245,000		123,047
2031-2035		295,000		63,984
2036-2037		140,000		6,125
Totals	\$	1,150,000	\$	808,939

#### **E.** Detention Facility

In 2006, the Bell County Fiscal Court issued \$3,500,000 of General Obligation Improvement bonds for financing the construction of the Bell County Detention Facility. On June 23, 2009, the bond was partially defeased. The county decided after the original bond being issued, not to build a new detention center, therefore, funds that remained in the Public Properties Construction Fund was transferred to an escrow account in order to make payments as required by the bond schedule. As of June 20, 2010, the escrow account had a balance of \$2,341,869.

The county will be responsible for paying back funds that had been used to acquire land and improving land that was to be used for the new detention center. The bonds require semiannual interest and principal payments to be made. As of June 30, 2010, the County's portion of principal amount outstanding was \$1,150,000. Bond payments for the remaining years are:

Fiscal Year Ended June 30	Principal	Inter	rest & Fees
2011	\$ 25,000	\$	49,766
2012	25,000		48,672
2013	25,000		47,578
2014	25,000		46,484
2015	25,000		45,391
2016-2020	155,000		207,704
2021-2025	190,000		170,188
2026-2030	245,000		123,047
2031-2035	295,000		63,984
2036-2037	140,000		6,125
Totals	\$ 1,150,000	\$	808,939

#### **Note 4.** Long-term Debt (Continued)

#### F. Industrial Building

The County entered into a capital lease agreement with the Kentucky Association of Counties Leasing Trust Program on July 13, 2006. The lease proceeds were used to finance the construction of an industrial building on behalf of the Bell County Industrial Authority. Total amount financed was \$360,000. Terms of the agreement stipulate a fifteen-year repayment schedule, with variable monthly interest payments and variable annual principal payments. The Industrial Authority rents the building from the county. The rent is equivalent to the principal and interest payments. As of June 30, 2010, the principal balance remaining was \$305,000. Future lease payments are as follows:

		Governmental Activites			
Fiscal Year Ended June 30,	<u>I</u>	Principal	Inter	erest & Fees	
2011	\$	20,000	\$	14,641	
2012		20,000		13,641	
2013		20,000		12,640	
2014		25,000		11,409	
2015		25,000		10,158	
2016-2020		135,000		31,312	
2021-2022		60,000		2,071	
Totals	\$	305,000	\$	95,872	

#### G. Ambulances

The County entered into a capital lease agreement with the Kentucky Association of Counties Leasing Trust Program on September 4, 2007. The lease proceeds were used to purchase four (4) ambulances. The total amount financed was \$352,500. Terms of the agreement stipulate a five-year repayment schedule, with principal and interest payments due monthly with a variable rate of interest. The principal outstanding as June 30, 2010 was \$169,539. Future lease payments are as follows:

	Governmental Activites				
Fiscal Year Ended					
June 30,	I	Principal	Interest & Fee		
2011	\$	73,007	\$	6,112	
2012		76,741		2,940	
2013		19,791		219	
Totals	\$	169,539	\$	9,271	

#### **Note 4.** Long-term Debt (Continued)

#### H. Rescue Squad Equipment

The County entered into a capital lease agreement with the Kentucky Association of Counties Leasing Trust Program on May 5, 2008. The lease proceeds were used to purchase equipment for the rescue squad. The total amount financed was \$64,036. Terms of the agreement stipulate a three-year repayment schedule, with principal and interest payments due monthly with a fixed interest rate of 4%. The principal outstanding as June 30, 2010 was \$18,427. Future lease payments are as follows:

		Governmental Activites							
Fiscal Year Ended									
June 30,	P	rincipal	Interest & Fees						
2011	\$	18,427	\$	469					
Totals	\$	18,427	\$	469					

#### I. Changes In Long-term Liabilities

Long-term liability activity for the year ended June 30, 2010, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<b>Primary Government:</b>	Dalance	Additions	Reductions	Dalance	Olle Tear
Governmental Activities:					
General Obligation Bonds	\$ 2,340,000	\$	\$ 65,000	2,275,000	\$ 70,000
Revenue Bonds	5,320,000		175,000	5,145,000	180,000
Financing Obligations	861,615	_	175,415	686,200	165,264
Governmental Activities Long-term Liabilities	\$ 8,521,615	\$ 0	\$ 415,415	\$ 8,106,200	\$ 415,264

#### Note 5. Interest On Long-term Debt and Financing Obligations

Debt Service on the Statement of Activities includes \$343,625 in on long-term bonds and financing obligations.

#### Note 6. Commitments and Contingencies

In August 1999, Bell County received a Single-County Local Government Economic Development Fund Grant in the amount of \$800,000, which was assigned to the Bell County Industrial Foundation for disbursement to the Cumberland Gap Provision Company in the form of an \$800,000 loan. This loan was for a period of ten (10) years at three percent (3%) interest. Monthly interest only payments were due for the first three (3) years of the loan term. At the end of that three (3) year period, \$100,000 of the principal amount of the loan was forgiven, based on the Company's degree of compliance with the terms of the jobs requirement, and the remaining balance is being amortized at an interest rate of three percent (3%) per annum over the remaining life of the loan, to be repaid in equal consecutive monthly payments of principal and interest. Cumberland Gap Provision Company pays the note payments to the Bell County Industrial Development Foundation, which pays the payments over to the county, and the county pays the payments over to the Kentucky Economic Development Finance Authority. Upon default of the loan agreement, the Cumberland Gap Provision Company, The Bell County Industrial Foundation, and the Bell County Fiscal Court can be responsible for repayment to the Kentucky Economic Development Finance Authority. Cumberland Gap Provision Company was in substantial compliance with the terms of the loan agreement and the final payment was received by the Bell County Fiscal Court during fiscal year 2010, which the county paid to the Kentucky Economic Development Finance Authority. As of June 30, 2010, this loan has been paid in full.

#### Note 7. Employee Retirement System

The fiscal court has elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a cost sharing, multiple employer defined benefit pension plan, which covers all eligible full-time employees and provides for retirement, disability and death benefits to plan members. Benefit contributions and provisions are established by statute.

Nonhazardous covered employees are required to contribute 5 percent of their salary to the plan. Nonhazardous covered employees who begin participation on or after September 1, 2008 are required to contribute 6 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 16.16 percent.

Hazardous covered employees are required to contribute 8 percent of their salary to the plan. Hazardous covered employees who begin participation on or after September 1, 2008 are required to contribute 9 percent of their salary to be allocated as follows: 8% will go to the member's account and 1% will go to the KRS insurance fund. The county's contribution rate for hazardous employees was 32.97 percent.

The county's contribution for FY 2008 was \$586,722, FY 2009 was \$497,930, and FY 2010 was \$608,271.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Nonhazardous employees who begin participation on or after September 1, 2008 must met the rule of 87 (members age plus years of service credit must equal 87, and the member must be a minimum of 57 years of age) or the member is age 65, with a minimum of 60 months service credit.

Aspects of benefits for hazardous employees include retirement after 20 years of service or age 55. For hazardous employees who begin participation on or after September 1, 2008 aspects of benefits include retirement after 25 years of service or the member is age 60, with a minimum of 60 months of service credit.

Historical trend information showing the CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, KY 40601-6124, or by telephone at (502) 564-4646.

#### Note 8. Insurance

For the fiscal year ended June 30, 2010, Bell County was a member of the Kentucky Association of Counties' All Lines Fund (KALF). KALF is a self-insurance fund and was organized to obtain lower cost coverage for general liability, property damage, public officials' errors and omissions, public liability, and other damages. The basic nature of a self-insurance program is that of a collectively shared risk by its members. If losses incurred for covered claims exceed the resources contributed by the members, the members are responsible for payment of the excess losses.

#### Note 9. Prior Period Adjustments

The beginning net assets for governmental activities have been restated for a prior year overstatement of interest of \$1,107 in the LGEA Fund and a prior year understatement in accumulated depreciation of \$2,994 for vehicles in capital assets due to a formula error. The beginning net assets balance of \$5,570,424 was decreased by \$4,101, resulting in a restated net assets beginning balance of \$5,566,323. The beginning fund balance of the LGEA Fund was restated by \$1,107 due to an overstatement of interest in the prior year.



## BELL COUNTY BUDGETARY COMPARISON SCHEDULES Required Supplementary Information - Modified Cash Basis

1,054,259

0 \$ 1,054,259

## BELL COUNTY BUDGETARY COMPARISON SCHEDULES Required Supplementary Information - Modified Cash Basis

#### For The Year Ended June 30, 2010

	GENERAL FUND							
		Budgeted		Actual Amounts, (Budgetary		Variance with Final Budget Positive		
DENZENH ICC		Original		Final		Basis)	(N	egative)
REVENUES	¢	1 705 000	d.	1 705 000	ф	1 707 001	¢.	(00.010)
Taxes	\$	1,795,000	\$	1,795,000	\$	1,706,081	\$	(88,919)
In Lieu Tax Payments Excess Fees		24,000 3,890		24,000 3,890		39,192 106,626		15,192 102,736
Licenses and Permits		43,000		43,000		41,985		(1,015)
Intergovernmental		1,395,897		1,395,897		1,126,811		(269,086)
Charges for Services		26,226		26,226		21,563		(4,663)
Miscellaneous		184,500		20,226		289,371		75,155
Interest		72,000		72,000		52,197		(19,803)
Total Revenues		3,544,513		3,574,229		3,383,826		(190,403)
Total Revenues		3,344,313		3,374,229		3,363,620		(190,403)
EXPENDITURES								
General Government		1,757,694		1,899,905		1,749,865		150,040
Protection to Persons and Property		941,425		983,486		469,822		513,664
General Health and Sanitation		140,360		167,741		158,567		9,174
Roads		16,020		16,020		15,908		112
Debt Service		124,000		123,962		123,947		15
Administration		1,259,664		1,277,765		1,042,567		235,198
Total Expenditures		4,239,163		4,468,879		3,560,676		908,203
Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources (Uses)		(694,650)		(894,650)		(176,850)		717,800
OTHER FINANCING SOURCES (USES)		101.200		201.200		200.57.5		(110.004)
Transfers From Other Funds		191,380		391,380		280,576		(110,804)
Transfers To Other Funds		(66,892)		(66,892)		200.555		66,892
Total Other Financing Sources (Uses)		124,488		324,488		280,576		(43,912)
Net Changes in Fund Balance		(570,162)		(570,162)		103,726		673,888
Fund Balance - Beginning		570,162		570,162		950,533		380,371
- <del>-</del>								

Fund Balance - Ending

ROAD FUND Actual Variance with Amounts, Final Budget **Budgeted Amounts** (Budgetary Positive Original Final Basis) (Negative) REVENUES \$ 7,073 \$ 7,073 In Lieu Tax Payments Intergovernmental 1,642,243 1,923,782 1,455,495 (468,287) Miscellaneous 27,285 27,285 1,642,243 1,923,782 1,489,853 (433,929)**Total Revenues EXPENDITURES** General Government 23,000 23,000 21,158 1,842 Social Services 8,980 8,980 2,663 6,317 Transportation Facilities and Services 128,000 91,925 6,187 98,112 Roads 1,166,346 1,492,429 902,694 589,735 Capital Projects 200,000 200,000 193,686 6,314 Administration 392,945 378,289 320,434 57,855 Total Expenditures 1,919,271 2,200,810 1,532,560 668,250 Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources (Uses) (277,028)(277,028)(42,707)234,321 Net Changes in Fund Balance (277,028)(277,028)(42,707)234,321 Fund Balance - Beginning 277,028 277,028 89,274 (187,754)Fund Balance - Ending 0 \$ 0 46,567 46,567 \$

**JAIL FUND** Actual Variance with Amounts, Final Budget **Budgeted Amounts** (Budgetary Positive Original Final Basis) (Negative) REVENUES 247,410 247,410 259,790 \$ 12,380 Intergovernmental Charges for Services 49,000 49,000 52,937 3,937 3,500 23,500 39,560 16,060 Miscellaneous 299,910 319,910 352,287 32,377 **Total Revenues EXPENDITURES** Protection to Persons and Property 820,305 858,225 771,466 86,759 73,750 16,250 Debt Service 90,000 90,000 282,305 Administration 264,385 215,062 49,323 **Total Expenditures** 1,192,610 1,212,610 1,060,278 152,332 Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources (Uses) (892,700)(892,700) (707,991) 184,709 OTHER FINANCING SOURCES (USES) Transfers From Other Funds 892,700 892,700 825,808 (66,892)Total Other Financing Sources (Uses) 892,700 892,700 825,808 (66,892)Net Changes in Fund Balance 117,817 117,817 Fund Balance - Beginning 95,765 95,765 Fund Balance - Ending 0 \$ 0 \$ 213,582 \$ 213,582 \$

#### LOCAL GOVERNMENT ECONOMIC ASSISTANCE FUND

						Actual	Va	riance with	
						amounts,	Final Budget		
	Budgeted Amounts					(Budgetary		Positive	
		Original	Final		Basis)		(	Negative)	
REVENUES									
Intergovernmental	\$	1,200,000	\$	1,200,000	\$	1,178,200	\$	(21,800)	
Miscellaneous						8,521		8,521	
Interest						6,708		6,708	
Total Revenues		1,200,000		1,200,000		1,193,429		(6,571)	
EXPENDITURES									
General Government		20,000		20,000		19,048		952	
Protection to Persons and Property		4,332		4,332		3,758		574	
General Health and Sanitation		30,000		30,000		30,000			
Social Services		35,500		35,500		28,300		7,200	
Recreation and Culture		126,732		133,397		133,397			
Roads		150,000		160,069		150,889		9,180	
Administration		26,150		9,416		582		8,834	
Total Expenditures		392,714		392,714		365,974		26,740	
Excess (Deficiency) of Revenues Over									
Expenditures Before Other									
Financing Sources (Uses)		807,286		807,286		827,455		20,169	
OTHER FINANCING SOURCES (USES)									
Transfers From Other Funds						22,323		(22,323)	
Transfers To Other Funds		(935,808)		(1,135,808)		(1,048,131)		(87,677)	
Total Other Financing Sources (Uses)		(935,808)		(1,135,808)		(1,025,808)		(110,000)	
Net Changes in Fund Balances		(128,522)		(328,522)		(198,353)		130,169	
Fund Balances - Beginning (Restated)		128,522		328,522		1,269,633		941,111	
Fund Balances - Ending	\$	0	\$	0	\$	1,071,280	\$	1,071,280	

	AMBULANCE FUND								
						Actual	Vari	ance with	
					Α	amounts,	Final Budget		
		Budgeted	Amo	ounts	(B	Budgetary	Positive (Negative)		
	(	Original		Final		Basis)			
REVENUES									
Intergovernmental Revenue	\$	10,170	\$	10,170	\$	10,169	\$	(1)	
Charges for Services		759,000		759,000		823,025		64,025	
Miscellaneous				8,648		10,272		1,624	
Total Revenues		769,170		777,818		843,466		65,648	
EXPENDITURES									
Protection to Persons and Property		819,647		868,620		864,900		3,720	
Debt Service		88,373		88,155		88,155		,	
Administration		344,334		324,227		316,690		7,537	
Total Expenditures		1,252,354		1,281,002		1,269,745		11,257	
Excess (Deficiency) of Revenues Over									
Expenditures Before Other									
Financing Sources (Uses)		(483,184)		(503,184)		(426,279)		76,905	
OTHER FINANCING SOURCES (USES)									
Transfers From Other Funds		313,000		313,000		309,910		(3,090)	
Total Other Financing Sources (Uses)		313,000		313,000		309,910		(3,090)	
Net Changes in Fund Balances		(170,184)		(190,184)		(116,369)		73,815	
Fund Balances - Beginning		170,184		190,184		249,316		59,132	
Fund Balances - Ending	\$	0	\$	0	\$	132,947	\$	132,947	

	LOCAL GOVERNMENT DEVELOPMENT FUND								
		Budgeted Original	ounts Final	Actual Amounts, (Budgetary Basis)		Variance with Final Budget Positive (Negative)			
REVENUES									
Intergovernmental	\$	3,820,000	\$	3,820,000	\$	835,308	\$	(2,984,692)	
Total Revenues		3,820,000		3,820,000		835,308		(2,984,692)	
EXPENDITURES									
General Government		2,520,000		2,520,000		700,632		1,819,368	
Capital Projects		1,300,000		1,300,000		402,156		897,844	
Total Expenditures		3,820,000		3,820,000		1,102,788		2,717,212	
Excess (Deficiency) of Revenues Over Expenditures Before Other									
Financing Sources (Uses)						(267,480)		(267,480)	
Net Changes in Fund Balances Fund Balances - Beginning						(267,480) 267,599		(267,480) 267,599	
Fund Balances - Ending	\$	0	\$	0	\$	119	\$	119	

### BELL COUNTY NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

### June 30, 2010

### Note 1. Budgetary Information

Annual budgets are adopted on a cash basis of accounting and according to the laws of Kentucky as required by the State Local Finance Officer.

The County Judge/Executive is required to submit estimated receipts and proposed expenditures to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the State Local Finance Officer. Expenditures may not exceed budgeted appropriations at the activity level.



# BELL COUNTY COMBINING BALANCE SHEET NON-MAJOR GOVERNMENTAL FUNDS - MODIFIED CASH BASIS Other Supplementary Information

June 30, 2010

# BELL COUNTY COMBINING BALANCE SHEET NON-MAJOR GOVERNMENTAL FUNDS - MODIFIED CASH BASIS Other Supplementary Information

### June 30, 2010

	surance	olving	Pr Con J	Public roperties rporation dicial	Total on-Major
	emium Fund	oan und		Bond Fund	 ernmental Funds
ASSETS  Cash and Cash Equivalents	\$ 15,280	\$ 4	\$	119,846	\$ 135,130
Total Assets	 15,280	4		119,846	135,130
FUND BALANCES Reserved for:					
Debt Service Unreserved:				119,846	119,846
Special Revenue Funds	 15,280	 4			 15,284
Total Fund Balances	\$ 15,280	\$ 4	\$	119,846	\$ 135,130



## BELL COUNTY COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - NON-MAJOR GOVERNMENTAL FUNDS - MODIFIED CASH BASIS Other Supplementary Information

For The Year Ended June 30, 2010

#### **BELL COUNTY**

### COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - NON-MAJOR GOVERNMENTAL FUNDS - MODIFIED CASH BASIS Other Supplementary Information

### For The Year Ended June 30, 2010

	G	ederal erants Fund	surance remium Fund	]	volving Loan Fund	Pr Co J	Public roperties rporation fudicial Center Bond Fund
REVENUES							
Taxes	\$		\$ 635,028	\$		\$	
Intergovernmental		2,715					384,184
Miscellaneous					27,610		
Interest			 63		15		
Total Revenues		2,715	 635,091		27,625		384,184
EXPENDITURES							
Protection to Persons and Property			282,253				
General Health and Sanitation		2,715					
Debt Service					27,621		384,184
Administration							1,000
Total Expenditures		2,715	282,253		27,621		385,184
Excess (Deficiency) of Revenues Over							
Expenditures Before Other							
Financing Sources (Uses)			 352,838		4		(1,000)
OTHER FINANCING SOURCES (USES)							
Transfers To Other Funds			(390,486)				
Total Other Financing Sources			(390,486)				
Net Change in Fund Balances			(37,648)		4		(1,000)
Fund Balances - Beginning			 52,928				120,846
Fund Balances - Ending	\$	0	\$ 15,280	\$	4	\$	119,846

# BELL COUNTY COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - NON-MAJOR GOVERNMENTAL FUNDS - MODIFIED CASH BASIS Other Supplementary Information For The Year Ended June 30, 2010 (Continued)

Public		
<b>Properties</b>		
Corporation		
Detention		Total
Center	No	on-Major
Bond	Gov	ernmental
Fund		Funds
\$	\$	635,028
		386,899
		27,610
		78
		1,049,615
		282,253
		2,715
2,383		414,188
		1,000
2,383		700,156
(2.200)		240 450
(2,383)		349,459
		(200, 49.4)
		(390,486)
		(390,486)
(2,383)		(41,027)
2,383		176,157
		,,
\$ 0	\$	135,130



REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



The Honorable Albey Brock, Bell County Judge/Executive Members of the Bell County Fiscal Court

Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Bell County, Kentucky, as of and for the year ended June 30, 2010, which collectively comprise the County's basic financial statements, as listed in the table of contents and have issued our report thereon dated January 18, 2011. Bell County presents its financial statements on the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Bell County Fiscal Court's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Bell County Fiscal Court's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Bell County Fiscal Court's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying comments and recommendations as items 2010-01, 2010-02, 2010-03, and 2010-04 that we consider to be significant deficiencies in internal control over financial reporting. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards (Continued)

### **Compliance And Other Matters**

As part of obtaining reasonable assurance about whether the Bell County's financial statements as of and for the year ended June 30, 2010, are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The Bell County Judge/Executive's and the County Jailer's responses to the findings identified in our audit are included in the comments and recommendations. We did not audit the County Judge/Executive's and County Jailer's responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of management, others within the entity, the Department for Local Government, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

Crit Luallen

**Auditor of Public Accounts** 

January 18, 2011

### BELL COUNTY COMMENTS AND RECOMMENDATIONS

For The Year Ended June 30, 2010

### BELL COUNTY COMMENTS AND RECOMMENDATIONS

#### Fiscal Year Ended June 30, 2010

### INTERNAL CONTROL - SIGNIFICANT DEFICIENCIES:

2010-01 The Fiscal Court Should Maintain Proper Records For The Public Properties Corporation Judicial Bond Fund

Since the Fiscal Court is financially accountable and legally obligated for the debt of the Public Properties Corporation (PPC), this entity is reported as a blended component unit of the Fiscal Court. During our review of cash we noted the Fiscal Court did not maintain ledgers for receipts and disbursements, did not prepare bank reconciliations, and did not prepare financial statements for fiscal year ended June 30, 2010 for PPC's judicial bond fund.

We recommend the Fiscal Court prepare and maintain ledgers for receipts and disbursements on the PPC's judicial bond fund. We also recommend the bank reconciliations be prepared monthly on all PPC bank accounts. We further recommend the Fiscal Court prepare end of the year financial statements on the PPC's judicial bond fund.

County Judge/Executive Albey Brock's Response: The Fiscal Court with Ross, Sinclaire & Associates will maintain proper records for the Public Properties Corporation Judicial Bond Fund.

### 2010-02 The Fiscal Court Should Improve Purchase And Procurement Procedures

We tested a total of one hundred-forty-eight (148) expenditures from all of the Fiscal Court's budgeted funds and noted the following exceptions:

- Fifteen (15) of purchases for services did not have a purchase order issued.
- Fourteen (14) vendor invoices for road materials (gravel) were missing load or scale tickets to support vendor invoices.
- Six (6) vendor payments for a gas card did not include supporting receipts for gas purchases.

According to the County Judge Executive's office, purchase orders are not issued for the purchase of services. However, according to the County's administrative code section 4.6, indicates that a purchase order be issued for all purchases of supplies and services below twenty thousand dollars (\$20,000) by the County Judge Executive or his designee.

Good internal controls dictate that adequate original supporting documentation be maintained for all receipts and disbursements. All original vendor invoices should be maintained including any supporting documentation which includes fuel receipts and road materials load or scale tickets. All purchase orders should be approved and issued for all purchases except payroll and utilities. All purchase orders should be approved and issued before the purchases are made or the work or service is performed.

Lack of proper accounting practices and internal control increase the risk that misstatements of financial activity and/or fraud will occur and go undetected by the Fiscal Court. Without proper procedures in place to mitigate this risk, the Fiscal Court is exposing public resources to potential misstatements and/or fraud.

We recommend the Fiscal Court maintain all original vendor invoices including any supporting documentation, approve and issue purchase orders before purchases are made or the work or service is performed.

County Judge/Executive Albey Brock's Response: The Bell County Administrative Code is currently being amended. Purchases will be made in compliance with the Bell County administrative code and all original documentation will be maintained accordingly.

BELL COUNTY COMMENTS AND RECOMMENDATIONS Fiscal Year Ended June 30, 2010 (Continued)

### <u>INTERNAL CONTROL – SIGNIFICANT DEFICIENCIES:</u> (Continued)

2010-03 The Jailer Should Maintain Accounting Records For Jail Inmate Receipts And Disbursements

During our review of receipts and disbursements of jail inmate money, we noted the Jailer collects cash from inmates for booking fees, bond fees, work release fees, inmate medical fees, circuit clerk bonds, and inmate money. The Jailer does not prepare a receipts ledger, disbursements ledger, daily checkout sheets, and inmate money listing. The Jailer is issuing receipts for inmate money collected and maintaining copies.

We recommend the Jailer develop a system for accounting for these inmate cash transactions. This would include the following:

- Daily checkout sheets for receipts collected each day. Copies of receipts issued for that day should be stapled to the daily checkout sheet.
- Monthly receipts ledger. Totals receipts collected for each category (i.e. booking fees, bond fees etc.) for each day included on daily checkout sheets.
- Monthly disbursements ledger. Cash payments to each payee. This would include cash payments to the County Treasurer (booking fees, bond fees, work release fees, and inmate medical fees), payments to circuit clerk (bonds), and payments to inmates to be used for jail canteen or refunds on account.
- Monthly inmate account listing. This should include all inmates that have money in their inmate account.
   This would also include any inmate money not refunded to inmates when released. The total of the inmate account listing should add up to the amount of cash on hand the Jailer keeps in his safe.
- Monthly reconciliation of inmate money. This would include the beginning balance of inmate money cash
  on hand add receipts collected during the month, and less any disbursements made during the month.
  Ending cash balance should reconcile to the inmate listing and the cash on hand the Jailer keeps in his
  safe.

All records should be prepared by the Jailer's bookkeeper and reviewed by the Jailer. That review should be documented by the Jailers initials and date.

County Jailer Rex Miller's Response: We are working with Jailtracker and other sources to find the best solutions to begin doing this.

County Judge/Executive Albey Brock's Response: The Bell County Jailer will maintain daily checkout sheets, monthly receipts ledger, monthly disbursements ledger, monthly inmate account list and monthly reconciliation of inmate monies.

BELL COUNTY COMMENTS AND RECOMMENDATIONS Fiscal Year Ended June 30, 2010 (Continued)

### <u>INTERNAL CONTROL – SIGNIFICANT DEFICIENCIES:</u> (Continued)

2010-04 Fiscal Court Should Strengthen Internal Controls Over Payroll

During our review of payroll, the following instances were noted:

- Two (2) of sixteen (16) employees tested were paid overtime due to miscalculations on timecards.
- Two (2) employees took off sick and used overtime on a different day to makeup an eight (8) hour work day.
- Two (2) timesheets/timecards were not signed by the employee or supervisor

In addition auditors noted the Fiscal Courts Administrative Code states "The County's official workweek shall begin and end on Friday at 8:00 AM. However timecards reflect the workweek starts on Thursday.

We recommend the Fiscal Court strengthen internal controls over the payroll process to ensure timecards/timesheets are prepared each pay period, accurately account for time worked, clock in/out times totals are accurate, are submitted and signed by employees, and approved by supervisors. We also recommend the Fiscal Court takes steps to ensure overtime is properly calculated based on an established work week in compliance with their administrative code. We also recommend the Fiscal Court review their administrative code to ensure compliance with their code.

County Judge/Executive Albey Brock's Response: The Bell County Administrative Code is currently being amended to reflect necessary changes to strengthen internal controls and ensure compliance. A hand scanning system for payroll is being put in place to alleviate miscalculations on timecards.



### CERTIFICATION OF COMPLIANCE -LOCAL GOVERNMENT ECONOMIC ASSISTANCE AND DEVELOPMENT PROGRAMS

### BELL COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2010

### CERTIFICATION OF COMPLIANCE

### LOCAL GOVERNMENT ECONOMIC ASSISTANCE AND DEVELOPMENT PROGRAMS

### BELL COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2010

The Bell County Fiscal Court hereby certifies that assistance received from the Local Government Economic Assistance and Development Programs was expended for the purposes intended as dictated by the applicable Kentucky Revised Statutes.

County Judge/Executive

County Treasurer